**Collaborating @ West Milwaukee Intermediate with Google Drive**

Follow the directions below to create a Google Drive account and to access/save important school-wide management documents.

**Creating a Google Drive Account**

* Go to drive.google.com
* Create an account by choosing a username and password

**Saving and Accessing Shared Google Drive**

* Log in to your WAWM email account
* Click on the Google Drive link emailed to you
* Once you are taken to the document, click “Sign-In” in the upper right corner of that webpage
* Put in your username and password, and the doc will automatically be saved to your Google Drive dashboard
* To organize all of your different West Milwaukee documents, create a folder (see directions below)

**Creating a Folder 🡪 Organizing Your Documents**

* Click on “My Collections” on the left hand side of the page
* Click on the folder with a “+” located toward the top of the page
* Enter the name for a new collection (ex. West Milwaukee Intermediate School)
* Click on “Home” on the left hand side of the page
* Check all docs that you would like to be in your newly created folder
* Click on the dark folder at the top of the page (says “Organize” when you hover over it with your mouse)
* Check the new folder’s name
* Click “Apply Changes”
* You now have a folder organized with all of your West Milwaukee Intermediate documents